



## **Coxhoe Parish Council Meeting: Events, Environment and Finance Committee**

Date & Time: 11 November 2019 at 6.00pm

Venue: Coxhoe Village Hall

Councillors present:

K Simpson (Chair), S Dunn, K Lowes, K Pounder, C Thirlaway, D Brown (part of the meeting).

Also present: two representatives of St Andrew's; C Llewelyn (Parish Clerk), K Williams (Administration Assistant).

### **EEF44 To note apologies**

Apologies were received from Councillors J Smith and W Lavelle; C Portues and Reverend S Richardson.

**Resolved** apologies were noted.

### **EEF45 Declarations of interest in items on the agenda**

No interests were declared.

### **EEF46 To confirm the minutes of the meeting held on 9 September 2019**

**Resolved** the minutes of the Events, Environment and Finance Committee held on 9 September be approved, confirmed and signed as an accurate record.

### **EEF47 Public participation**

Representatives of St Andrew's informed the Committee that Reverend Richardson is unable to attend these meetings due to other work commitments but will attend any that are deemed important. They conveyed thanks for the work being done on the Calendar and that they have an order to place when they are ready. They also shared appreciation for the work being done in the Churchyard but said unfortunately there are still obstacles and potholes prohibiting scooter access.

It was **Resolved** under Standing Order 10a(vi) to bring forward agenda items 12b and 12c.

### **EEF48 Coxhoe Churchyard**

Discussion ensued regarding the Churchyard access and ownership issues; as the pathway is inaccessible for mobility scooters due to the position of a gravestone and pot holes which have appeared along the pathway. There were also problems from the trees in the Churchyard overhanging into Believe resident's bungalows. The following were **Resolved**:

(A) authority delegated to the Clerk to purchase tarmac to fill in the potholes.

(B) the cost of moving the gravestone which partially blocks the path could be approved by the Parish Council and the Clerk will investigate further.

(C) the Clerk to arrange for the trees in the Churchyard and in the gardens of the bungalows to the side of the Churchyard to be cut back to a reasonable condition.

### **EEF49 Villages' appearance and cleanliness**

The Clerk advised that the trees on the Village Green and Bower Court are to be addressed. It was **Resolved** that Coxhoe Village Hall car park will be closed one day for essential cleaning.

### **EEF 50 Feedback from community organisations in relation to events**

It was felt that the Fireworks Display was very well received, well organised and a great turn out; neighbours to the event had appreciated the note posted to residents beforehand, and it was felt there were not as many private fireworks this year.

It was noted that there were more wreaths laid at this year's Remembrance Service than in previous years; the turnout had been excellent and the children planting the crosses was seen as a lovely touch;

more Orders of Service were required and there was discussion about having additional poems ready to full any time leading up to 11.00.

The Concert of Remembrance at the Village Hall on Friday 8 November was excellent; although it was mentioned that it was dark when leaving the Village Hall. It was **Resolved** the Clerk to pass this on to the Village Hall Committee.

### **EEF 51 To consider parish council events**

#### Fireworks Display

The event had gone well despite the weather. The following were **Resolved**:

(A) the Clerk is to present a review of the event to the February Committee meeting.

(B) the payment to PES for security of £602.88 (gross) was approved.

(C) the payment of £600 (gross) to Live Sound and Light for the PA system and the generator was approved.

#### Christmas Tree Lighting

The Clerk had received Safety Advisory Group sign off for this event. The contractor is arranging the licence for the Gin Bar and they will work to Safety Advisory Group standards including 'Challenge 25' to prevent underage drinking. There will also be a cake sale.

The following were **Resolved**:

(D) the Clerk is delegated to spend up to £200 for First Aid cover.

(E) Councillor Dunn will arrange for lights to be on the Pit Wheel.

(F) the Clerk and Reverend Richardson to arrange printing of carol sheets in advance.

(G) The Clerk, Chair and Vice Chair were delegated to make any further decisions in relation to this event.

#### VE Day 2020

Councillor Dunn declared an interest in the Active Life Centre and did not take part in decisions which related to the use of the centre or the football field.

The following were **Resolved**:

(H) that the Clerk the Little Big Band at up to £450 and the Andrews Sisters band at £240 for the Coxhoe event.

(I) the Clerk begin the Safety Advisory Group process.

(J) the Coxhoe event will take place at the football field by Active Life.

(K) the Clerk to look into a mobile stage.

(L) Councillor Pounder to report back to the Committee about the event at Quarrington Hill.

#### Other suggested Events

Suggestions for other events throughout the year in the Villages included Easter Egg Hunt, Scarecrow Competition, Treasure Hunt and a concerted effort into the Beautiful Durham competition.

### **EEF52 Community calendar and photo competition**

The Clerk and Councillor Simpson advised that technical difficulties had been experienced when compiling the calendar, so an alternative scaled back approach has had to be taken. Councillor Lowes suggested that in future we ask for photo submissions of a certain quality only. The Clerk will price the calendars to cover costs as previously Resolved. **Resolved** the information is noted.

### **EEF53 Christmas window competition**

Judging for the competition is to take place at 10.00 on Saturday 30 November. Scouts and Parish Councillors will be the Judges. **Resolved** the information is noted.

### **EEF54 Consider the council's current and future budgets**

Consider actual, projected and committed budget for 2019 to 20

The budget had been circulated with the agenda. The Clerk advised she is waiting for final figures from Active Life but the Fireworks Display may not have made as much income as projected. The Clerk advised that the December meeting of the Committee will focus on finance and consider the budget for the next year. **Resolved (A)** the budget document was noted.

Consider the plans and precept for 2020 to 21

Councillor Dunn declared an interest in all matters relating to the Active Life Centre.

The Clerk had populated the document with proposed figures for the next financial year for Councillors to consider. She said that the precept figures from Durham County Council were not yet available and that Councillors will be presented with a precept report to enable them to make decisions.

Councillor Dunn proposed that all community building grants are increased; this proposal remained on the table.

The following were **Resolved**:

**(B)** the Clerk is to change Parish Plan 2 cost centre to Community Activity and Events.

**(C)** the Clerk to make the changes to the proposed budget suggested at the meeting and bring back to Councillors for consideration at this Committee and full Council.

Consider the three year forward budget

The Clerk is to bring this to a future meeting.

Consider the budget in relation to events

It was **Resolved (D)** the budget in relation to events was noted.

At 8.30pm the Chair requested members' agreement, as per Standing Order 3(v), to extend the meeting beyond the standard 2-hour period. **Resolved (E)** that Standing Order 3(v) be invoked and the meeting continue.

#### **EEF55 Update on parish council land ownership and lease arrangements**

No update.

#### **EEF56 Update and review of activity in the parish in relation to the environment**

A report had been circulated with the agenda.

Cricket Field

Funding applications are in progress to get the Cricket Field into use.

Quarrington Hill Sculptures

This was discussed at the Parish Council meeting on 6 November; Quarrington Hill Village Partnership are to take the next steps.

Coxhoe Village Green Feature

No update.

Land by Basic Cottages

This was discussed at the Parish Council meeting on 6 November.

Hanging Baskets and Planters

Suggested locations for planters and baskets were discussed. **Resolved (A)** the Clerk to look at bulb planting around the village signs.

War Memorial

No update.

It was further **Resolved (B)** the Clerk refer to the actions proposed by Newcastle University planners and bring to this Committee.

**Resolved (C)** the report is noted.

#### **EEF57 Date and time of next meeting**

Monday 9 December 2019 at 6.00pm at Coxhoe Village Hall (focus on finance).

Meeting closed 8.30pm.

**Certified as a True Record:**

**Chair (Sign)**

**Date**